

# MD SIGN-OFF FORM

## City of Green Bay

### Physical Exam Requirements for Employee Wellness Program

## 2018

- Completion of routine physical exam and other tests are required if employee/spouse have reached age 40 by January 1, 2018.
- If under age 40 on January 1, 2018 it is not necessary to complete the physical exam requirements.

| AGE AND GENDER REQUIREMENTS  |   |
|--|---|
| <b>Females Age 40 and Older</b> <ul style="list-style-type: none"> <li>• Routine physical each year</li> <li>• Pelvic/pap smear each year</li> <li>• Mammogram every other year</li> </ul> | <b>Males Age 40 and Older</b> <ul style="list-style-type: none"> <li>• Routine physical each year</li> <li>• PSA, optional each year</li> </ul> |

- Employee and spouse must submit the completed MD Sign-Off form to indicate completion of the physical exam requirements by **September 28, 2018**.
- HRA information and forms for *Health* | **1265** will be tracked through your *myInertia* account. Make sure to upload data to your *myInertia* account to insure credit toward reduced premium and PBA dollars. Police Officers, Fire Fighters, Transit Mechanics and Bus Drivers can scan and e-mail completed forms to HR at [HumanResources@greenbaywi.gov](mailto:HumanResources@greenbaywi.gov).

| <b>Note to Medical Provider</b>  |
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| <i>Services rendered are at the discretion of the Medical Provider and subject to the City's Health Plan</i> |
| This form is being completed for: _____ Employee    OR    _____ Spouse                                       |
| Employee's Name <i>(print)</i> Provide Employee Name on Spouse and Employee Form                             |
| Spouse Name, if applicable <i>(print)</i>  |
| Date of Physical   |
| Medical Provider Name <i>(print)</i>   |
| Medical Provider Signature <i>(I certify the named individual has completed the 2017 requirements)</i>       |
| Date of Medical Provider Signature   |
| Medical Provider Office Number   |

Input signed form into your myInertia account or if you don't have an account scan and send to [HumanResources@greenbaywi.gov](mailto:HumanResources@greenbaywi.gov), but *no later than September 28, 2018*.

***Deadline to complete HRA and requirements is September 28, 2018***